

~~SECRET~~
(When Filled In)

SPEED LETTER		REPLY REQUESTED		DATE 27 October 1966	
		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	LETTER NO.	
TO: Records Officer, OSA ATTN: <i>Bob Held this file company? Law</i> 		FROM: Chief, Records Administration Branch, 25X1 Support Services Staff, DDS			
<p>1. As you know, a shortage of file equipment still exists in the Agency, and we are attempting to release as many safes as possible for reassignment and reissue. The President has also extended his moratorium on the purchase of file equipment, and this makes it even more essential that we better utilize the equipment we now have.</p> <p>2. If any Offices within your component are now storing unclassified catalogs, bound reports, supplies, forms, periodicals, and other materials in active file equipment, or in supply cabinets which occupy valuable office space, you may be interested in a new type of equipment which may be mounted on the top of filing cabinets or safe-files.</p> <p>3. The attached brochure from the General Fireproofing Company illustrates this new type of over-file storage cabinets. And while this company is not the only supplier of this equipment, this brochure was one immediately available; so, we are sending it to you as a matter of general information. Also, we have a piece of this equipment on display in Room 702, Magazine Building, which you may see at any time.</p> <p>4. I would appreciate your comments as to the utility or other aspects of the over-file storage cabinet idea. If you are interested in obtaining more information about this type cabinet, let us know. If you are interested in its procurement, you should contact us for assistance.</p>					
Att; Equipment Brochure		 25X1			
REPLY				DATE 15 Nov 1966	
<p>To: 25X1</p> <p>Sorry it took so long to answer this, But I was off sick for a week. I think this is a good idea. To have this in color would offset the drabness of the office.</p> <p>There is only one division that can use this at the present time. They could use three pieces of two legal size files. I will contact you at a later date of procurement.</p> <div style="text-align: right; margin-top: 20px;"> 25X1 </div>					
_____ SIGNATURE					
RETURN TO ORIGINATOR					